

Role Description

Ranger



Title	Ranger
Classification/Grade/Band	Band 2 Level 1
Group/Unit/Section	Environment & Planning /Environment and Certification / Community Safety
Reports to	Team Leader Rangers

Vision

A vibrant organisation doing great things

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Ranger is responsible for providing the local community with an effective regulatory service that meets statutory obligations and reduce adverse impacts on the local area by enforcing applicable legislation and Council's policies.

The position of Ranger is required to provide quality customer service and create value for the community.

Key Duties and Responsibilities

- Undertake patrols of Council's beaches, reserves and other public spaces to detect offences under the Companion Animals Act 1998;



- Patrol roads, carparks and council reserves to ensure sign posted restrictions are being adhered to;
- Gather sufficient evidence of offences under Local Government Act, 1993; Companion Animals Act, 1997; Roads Act, 1993; The Australian Road Rules; Impounding Act, 1993; Protection of the Environment Operations Act, 1997 and Regulations to allow for appropriate action to be taken
- Patrol public places to detect, control and/or prevent obstructions or unlawful activities;
- Detect and respond to abandoned or unattended motor vehicles in public places;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Policy and procedures are readily available but the Ranger is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
- Decisions affect own work only
- The work of the job holder influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions;
- Has little or no responsibility for budget development;
- Looks for ways to save costs. Be conscious of budget constraints and be aware of cost implication of own actions within own work area.



Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service; identify and respond quickly and provide solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and know when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;



Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

QUALIFICATIONS

Essential

- Certificate IV qualification in Local Government (Regulatory Services) OR demonstrated solid contemporary experience, combined with ongoing professional development;
- Current Class C Driver's Licence.
- Valid Construction General Induction card – NSW WorkCover or equivalent or have a willingness to obtain.

Desirable

- A working knowledge of the Local Government Act 1993; Companion Animals Act, 1997; Roads Act, 1993; The Australian Road Rules; Impounding Act, 1993; Protection of the Environment Operations Act, 1997 and Regulations there under and experience in their enforcement.
- Completion of the Community Law Enforcement Officers Course to undertake traffic and parking control.

EXPERIENCE

- Demonstrated experience in conducting investigations, interviewing offenders and negotiation skills;
- Demonstration experience in the collection of evidence and preparation of admissible briefs of evidence for Court matters and experience in court procedures.
- Demonstrated knowledge and experience in the use of word processing packages, database, spreadsheet and e-mail applications.
- Demonstrated ability to effectively communicate both verbally and in writing with staff and the public;
- Demonstrated experience of being able to work as part of a team and autonomously, undertake duties in a professional, consistent manner to corporate requirements.



- Demonstrated experience in dog, cat, cattle and horse handling.
- Accreditation to undertake micro chipping of animals.
- Demonstrated knowledge and experience in the use of the Self-Enforcing Infringement Notice System.
- Demonstrated experience in Ranger duties, policing or similar regulatory position.
- Demonstrated competence in report / letter writing.

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial / industrial / development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Professional/Industry associations including Unions
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Business

